

**Montana State Prison  
600 Conley Lake Road  
Deer Lodge, MT. 59722  
Internal/External**

**REPOSTED**

Job Title: Ranch Supervisor (Crops)	Pay Band: 4
Position Number: 66115	Salary: \$12.14 - \$15.04/hr
Class Code: 451134	Bargaining Unit: Montana
Department: Corrections	Federation of State Employees
Division: Mt. Correctional Enterprises	Supplement required: No
Location: Deer Lodge, MT.	Status: Permanent/Full-time
Days Off: to be determined	*Overtime is required.
Hours: Depending on season	

Application Deadline: Applications must be received by June 15, 2007. To apply, **submit a State of Montana application and Criminal Background and Reference Authorization Form** to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722.

Special Information: Upon employment, successful completion of Basic training for Prison Employees. Must be able to respond in the event of an emergency; must be able to work in a stressful, potentially dangerous environment. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**LAUTENBERG AMENDMENT:** This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C. , Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

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Typical Duties: The two primary duties of this position are to assist the Ranch Director and Crops Supervisor in implementing the managerial and operational plans of the Montana Correctional Enterprises Ranch, and to provide security for the Ranch and Montana State Prison Facility. Public safety is the number one priority of this position. Safety and security must be adhered to at all times while the incumbent: Provides verbal and written communication to Ranch management; assists in the daily operation of a major farming and ranching activities, maintains records of production, fertilization, pesticide application, etc.; selects, trains, supervises, monitors, counsels, and disciplines inmate workers.

Qualifications: The position requires an overall concept of the role of each ranch enterprise and the overall economic and ecological viability of the ranch; a thorough knowledge of ranching equipment and how to operate, service and maintain it for optimum economic benefit; a thorough knowledge of policies related to inmates and their supervision. The position also requires personnel and supervisory skills to select, train, direct, motivate and evaluate inmate workers in the performance of their duties; the ability to perform a wide variety of skills and tasks related to this position in order to train inmate workers in these skills and to better judge how well they perform them. Finally the position requires the ability to communicate effectively with co-workers, prison personnel, and inmate workers both verbally and in writing; organize and coordinate a wide variety of tasks to meet deadlines and time constraints while dealing with some factors beyond control, such as weather, equipment failures and uncertainty of the inmate work force; to help select, train, motivate, counsel, discipline and evaluate inmate workers; and the ability to work cooperatively and effectively with others.

Education and Experience: The above qualifications are typically acquired through a combination of

education and experience equivalent to a high school diploma and at least 3 years of relative agricultural experience with at least one year of supervisory experience.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is in pay band 4, with a current annual salary of \$25,251. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

A behavioral Interview may be part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

Applicants Name: \_\_\_\_\_  
(please type or print)

Other Names Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

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This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

